

Memorandum of Agreement
between the
National Aeronautics and Space Administration
and the
Office of Naval Research
for
Grant Administration Services to be provided to NASA by ONR

References:

- (a) NASA-DoD Agreement for Performance of Contract Administration and Contract Audit Services.
- (b) NASA Grant Handbook
- (c) ONR Grant Procedures

1. Purpose:

This agreement between the Office of Naval Research (ONR) and the National Aeronautics and Space Administration (NASA) establishes policies and procedures under which ONR will provide administrative services in support of NASA grants and cooperative agreements awarded to educational and nonprofit research organizations. Contracts may also be delegated to ONR, but this agreement is not intended to cover terms under which contracts are delegated. ONR support is provided on a reimbursable basis in accordance with reference (a), the terms and conditions of which are hereby incorporated by reference.

2. Authorities:

Section 203 (c) (6) of the National Aeronautics and Space Act of 1958, as amended;
42 U.S.C. § 2473 (b) (6);
The Economy Act, as amended; 31 U.S.C. § 1535, *et seq.*

3. Scope:

- A. This agreement may include, but is not limited to, the following categories of support to be provided by ONR, as requested by NASA in a letter of delegation of authority on individual awards, or mutually acceptable electronic equivalent:
 - 1. Perform Property Administration and Plant Clearance
 - Obtain annual reports
 - Obtain and review final inventory reports
 - Perform required screening and disposition of property
 - 2. Coordinate with NASA designated personnel as requested, to ensure effective and efficient closeout of delegated awards.

3. Maintain surveillance of recipients' procurement and financial management systems
4. Monitor the submission of required reports
5. Perform property system review
6. Perform purchase system review
7. Rate verification of current Indirect Cost Rates
8. Audit resolution of A-133 findings
9. Indirect cost rate negotiation at designated institutions
10. Review and approval of CAS disclosure statements
11. Process and execute novation and change of name agreements
12. Quality Assurance/Engineering Support/Safety Engineering
13. For classified agreements, administer the applicable security requirements

B. The following functions are not included in the scope of the agreement, as they are retained by NASA as a matter of policy :

1. Payments
2. Consent to the placement of subcontracts or subawards
3. Suspension, termination or revocation
4. Technical monitoring and oversight

C. Delegations under individual grants may refer to this agreement to obtain services in 3.A. above, or with the concurrence of ONR, may cite other specific functions to be performed, depending on the circumstances. ONR will provide a monthly list to NASA of NASA awards delegated to ONR.

4. Administrative Guidance:

Grant administration functions will be performed in accordance with the terms of references (b) and (c) unless otherwise specifically provided in letters of delegation. Additional guidance on the services to be performed in each support category is set out in Attachment (1) to this agreement. ONR and NASA personnel will maintain regular communication on grant management.

5. Documentation:

NASA will, upon award, furnish to ONR copies of the grant, including the negotiated budget, correspondence between NASA and the grantee, a list of approved equipment to be acquired or furnished, and any special publications or documents required to be used in the administration of a grant not otherwise available to ONR.

6. Effective Date:

This agreement shall take effect upon the latest signature date below, and shall remain in effect through 30 September 2011, unless otherwise modified or terminated by either party upon one year written notice.



Charles R. Paoletti
Executive Director
Acquisition Department
Office of Naval Research

Date: *31 October 2008*



William P. McNally
Assistant Administrator for Procurement
National Aeronautics and Space
Administration

Date: *3 December 2008*

Attachment (2 pages)

Additional Guidance for Categories of Support

MOA Support Provided, as Requested in the NASA Delegation Reference

- 3.A.1. Perform property administration and plant clearance. Oversee grantee property control and plant clearance. Monitor that all cases of loss, damage, or theft of NASA owned property are promptly investigated, documented, and reported to the NASA Grants Officer. Monitor and assure timely submission of annual and final property reports. Monitor and assure timely submission of final property inventories. Oversee the disposition of NASA owned property after completion of the grant and forward a DD Form 1593 to the NASA IPO. Review grantee requests to acquire equipment or other property not approved in the grant award and forward recommendations to the NASA Grants Officer.
- 3.A.2. Ensure that recipients are aware of final report requirements. Follow up as appropriate with the recipient to obtain overdue reports and any necessary corrections. When all administrative duties delegated to ONR have been completed, ONR will provide electronic notification to the NASA Grants Officer. A DD Form 1594 may be used in lieu of electronic notification.
- 3.A.3. Maintain surveillance, as appropriate, of the grantee's financial and procurement internal controls systems. Monitor the grantee's annual A-133 reports and advise the NASA Grants Officer of any material noncompliance, systemic deficiencies, or cases of unallowable costs which impact NASA awards. Provide audit recommendations to the NASA Grants Officer on any audit issued against a NASA award delegated to ONR that contains questioned direct costs. Provide a copy of audit recommendations to NASA Headquarters, Office of Procurement, Contract Management Division.
- 3.A.4. Monitor the submission of required reports.
- 3.A.5. Include NASA property in Property Control System Analyses (PCSAs) and provide system analysis results to NASA.
- 3.A.6. Include purchases under NASA awards in Contractor Purchasing System Reviews and provide system review results to NASA.
- 3.A.7. Verify grantee negotiated indirect cost rates upon request by NASA Grant Officer.

- 3.A.8. Coordinate a management decision for audit findings that affect the Federal programs of more than one agency at educational institutions and nonprofit organizations under the cognizance of ONR for audit resolution. When requested by NASA and accepted by ONR, ONR will assist in resolution of audit findings reported at educational and nonprofit organizations assigned to NASA for single audit cognizance or oversight.
- 3.A.9. Negotiate Facilities and Administration rates at educational and nonprofit institutions, under the cognizance of ONR. Coordinate with NASA at institutions with significant NASA funding and consider any comments provided by NASA in negotiations. When specifically delegated by NASA, perform this function at nonprofits where NASA is determined to be the cognizant agency in accordance with the provisions of OMB Circular A-122.
- 3.A.10. Perform required adequacy and compliance reviews of Cost Accounting Disclosure Statements at educational institutions and nonprofit organizations under the cognizance of ONR for indirect cost negotiation and audit resolution. If delegated by NASA, and accepted by ONR, perform this function at institutions under NASA cognizance.
- 3.A.11. Process and execute novation and change of name agreement for educational institutions and nonprofit organizations under the administrative cognizance of ONR. If delegated by NASA, and accepted by ONR, perform this function at institutions under NASA cognizance.
- 3.A.12. When quality assurance is delegated to ONR by NASA, a statement of quality requirements will be included in individual letters of delegation.
- 3.A.13. Administer the applicable security requirements for classified agreements.